

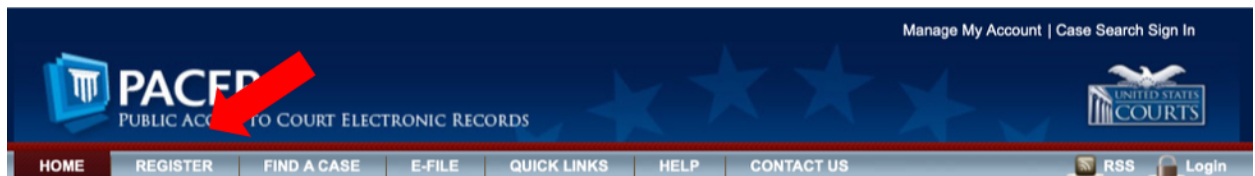
Register for Individual PACER Account

After our court upgrades to NextGen in April 2020, every Registered ECF User must have an individual PACER account to access the CM/ECF system.

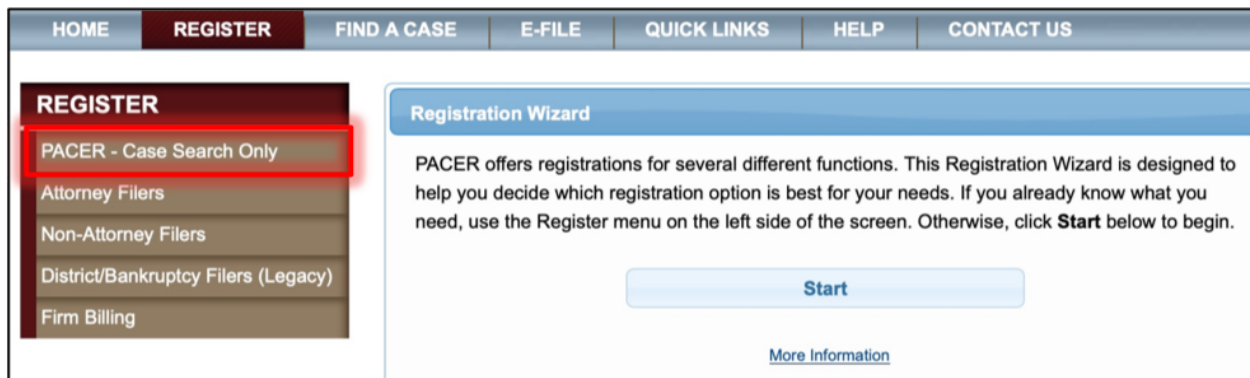
Companies and firms may set up a PACER Administrative Account (“PAA”) to manage and pay for charges associated with multiple PACER accounts. For more information on PAAC accounts go to https://www.pacer.gov/reg_firm.html.

Register for an Individual PACER Account

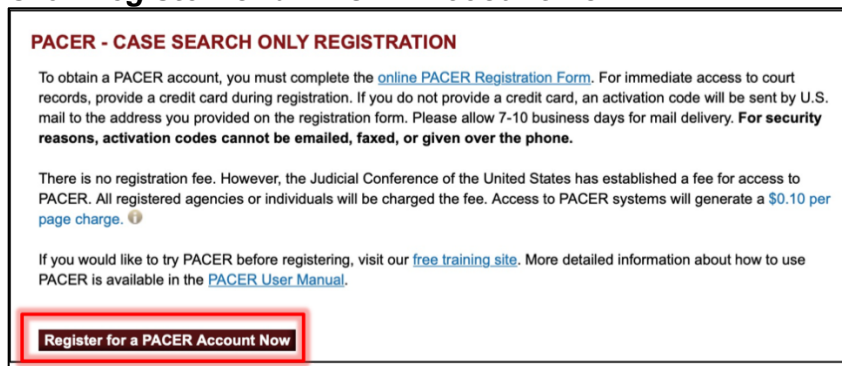
1. Go to PACER’s website, www.pacer.gov
2. From the menu bar, click **Register**



3. Click **PACER – Case Search Only**



4. Click **Register for a PACER Account Now**



Register for Individual PACER Account

5. Complete the PACER – CASE SEARCH ONLY REGISTRATION form. Select **INDIVIDUAL** as the user type.

The screenshot shows the 'User Type' dropdown menu on the PACER registration form. The dropdown is open, displaying a list of user types. 'INDIVIDUAL' is highlighted in yellow. Other visible options include 'OTHER COMMERCIAL ACCOUNT', 'FEDERAL GOVERNMENT', 'FEDERAL JUDICIARY', 'STATE OR LOCAL GOVERNMENT', and 'STUDENT'. The text '***** Government Accounts *****' and '***** Individual Accounts *****' are also visible between the options.

6. Enter a username, password and security questions. Click **Next**.

The screenshot shows the 'PACER - CASE SEARCH ONLY REGISTRATION' form. The 'User Information' section is highlighted. It includes fields for 'Username', 'Password', and 'Confirm Password', each with a 'Generate' or 'Check Available' button. There are also two 'Security Question' dropdown menus and corresponding answer fields. At the bottom, there are 'Next', 'Back', 'Reset', and 'Cancel' buttons.

Note:

Username: 8-40 characters.

Password: 8-45 characters with at least:

- one lower case letter
- one upper case letter
- one special character

The password must pass a complexity check and cannot have:

- the same character three times in a row
- your first or last name
- your username
- your email address

Register for Individual PACER Account

7. Payment Information (Optional). Click **Next**.

PACER - CASE SEARCH ONLY REGISTRATION


Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$15 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name * Enter your name as it appears on your account

Card Type *

Account Number *

Card Expiration Date * /

☐ Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

☐ I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Note: If you choose to not complete the credit card information PACER will send, by U.S. Mail, instructions and an activation code (to login) within 7-10 business days.

8. Read and acknowledge the policies and procedures. Click **Submit**.

Acknowledgment of Policies and Procedures

PACER Administrative Account (PAA) Billing

Many organizations have asked for their employees to have individual PACER accounts, with the capability to consolidate billing at an organizational level. The PAA will allow an organization to receive a single invoice for charges from all accounts under its PAA.

- The firm must establish a PAA to manage all logins at the PACER Service Center website.
- All charges associated with each individual account are accrued to the PAA. The organization will be financially responsible for all associated accounts. If the balance due on the PAA is not paid in full each quarter, PACER service for all accounts linked to the PAA will be suspended. The PAA will be subject to the collection procedures described in these terms.
- For those who use the PAA, the \$15 waiver per quarter will only apply in the event that the firm billing account total for a quarter is less than \$15.
- If there is a past-due balance associated with a PAA, the account administrator cannot link any new individual accounts until the balance has been paid in full.

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

☒ Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.